

COMMERCIAL TENANCY APPLICATION FORM

PROPERTY: DATE:

FULL NAME OF PROPOSED TENANT:

IF THE PROPOSED TENANT IS A COMPANY:

A.C.N.: A.B.N.: GST REGISTERED: YES/NO

REGISTERED ADDRESS:

CONTACT PERSON: POSITION IN COMPANY:

CURRENT BUSINESS ADDRESS:

HOW LONG HAVE YOU BEEN AT THIS ADDRESS: CURRENT RENT:

PHONE: MOBILE:

EMAIL: FAX:

CURRENT LANDLORD/AGENT TELEPHONE NO:

BANKERS: BRANCH:

DETAILS AS TO GUARANTORS:

Individual 1. Full Name:
 Private Address:
 Phone: Mobile:
 E-mail Address:
 Date of Birth: Drivers Licence No.:
 Tax File Number:

Individual 2. Full Name:
 Private Address:
 Phone: Mobile:
 E-mail Address:
 Date of Birth: Drivers Licence No.:
 Tax File Number:

IF THE PROPOSED TENANT IS NOT A COMPANY:

Individual 1. Full Name:
Private Address:
Phone: Mobile:
E-mail Address:.....
Date of Birth: Drivers Licence No.:
Tax File Number:.....

Individual 2. Full Name:
Private Address:
Phone: Mobile:
E-mail Address:.....
Date of Birth: Drivers Licence No.:
Tax File Number:.....

PROPOSED LEASE TERMS

DESCRIPTION OF BUSINESS:

PROPOSED USE OF PREMISES:

TERM OF LEASE:.....years. LEASE OPTIONS:.....years

PROPOSED COMMENCEMENT DATE:

PROPOSED RENT (ANNUAL):..... BOND:

ANNUAL RENT REVIEW:.....

PROPOSED WORKS TO BE COMPLETED BY TENANT:

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.....

.....

SOLICITORS FOR TENANT:

Attention: Phone:

ACCOUNTANTS FOR TENANT:

Attention: Phone:

TRADE REFERENCES:

1. Phone:

2. Phone:

3. Phone:

THIS APPLICATION IS TO BE READ IN CONJUNCTION WITH:

- (i) "Heads of Agreement" confirmed between the parties
- (ii) Tenancy Privacy Statement

TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from 21st December 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take time to read this Privacy Statement carefully and once completed, return it to this office with your "Application for Commercial Property".

As professional property managers, Kevin Sheehan Property collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: 03 9817 1144
Facsimile: 03 9817 1141
E-mail: info@sheehan.com.au
In Person: 150 Cotham Road, Kew, 3101
Website: www.sheehan.com.au

PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have applied for and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee
- Referees you have nominated
- Organisations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Retail Tenancy Hearings/Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents and Landlords

SECONDARY PURPOSE

We also collect your personal information to:

Please tick each box if you consent to use and disclosure

Enable us or the Landlord's lawyers to prepare the lease/tenancy documents for the premises.

Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises.

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Collection Agents/Lawyers (where default/enforcement action is required)

Provide confirmation details for organisations contacting us on your behalf ie. banks, utilities (gas, electricity, water, telephone), trade references etc.

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

NTD DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) ("**ntd**") by:

Telephone: 03 8629 1682
Facsimile: 03 8629 1650
E-mail: helpdesk@ntd.net.au
In Person: Level 12/628 Bourke Street, Melbourne, 3000
Website: www.ntd.net.au

From 21st December 2001, you can gain access to your personal information.

PRIMARY PURPOSE

ntd collects your personal information to provide its members and others listed below with historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

ntd also provides credit information on companies/directors applying for commercial leases.

Details concerning your lease/tenancy period may be passed on to the **ntd** by the real estate agent/property manager and that information may form part of your tenant history.

ntd usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to **ntd**, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease/tenancy of the premises.

Signed by the Applicant

(Signature)

.....

(Print Name)

.....

Day / Month / Year

.....

(Witness)